

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: OMB0167231
POSITION NO: 204536
CLASS CODE: 2017

Date Posted: 11/19/12
Closing Date: 12/04/12

POSITION TITLE: Senior Contract Analyst
DEPARTMENT NAME: Contracts and Grants Section, Office of Management and Budget
DEPARTMENT NO: 16 WORKSITE LOCATION: Window Rock, Az
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R65A
Days: MON - FRI Permanent: ☒
Hours: 8:00 am - 5:00 pm Temporary: ☐ Duration: \$ \$41,516.80 Per Annum
Part-Time: ☐ No. of Hrs/Wk: 40 \$ \$19.96 Per Hour

DUTIES AND RESPONSIBILITIES:

Review and advise Navajo Nation Programs on applicable Navajo Nation and funding agencies' rules and regulations on funding contracts and grants, i.e., processing funding applications and funding awards and executing funding contract/agreement and contract modifications. The scope of work, budget and other contents of the funding documents must be accurate and complete. Monitor funding contract to ensure programs comply with reporting and required actions. Orientate programs on applicable rules and regulations and provide technical assistance. Use Financial Management Information System (FMIS) to set-up executed contracts, generate budget expenditure reports and other reports on contracts/grants; prepare report on work performed and attend meetings on contracts.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Business Administration or closely related field; budget, finance and accounting. ***(to receive full credit for education applicant must submit transcripts, degrees and current certificates)***

Experience:

Three (3) years of experience in one or combined areas of contract and grant administration; on-hands work with Code of Federal Regulations (CFR), Office of Management and Budget (OMB) Circulars and related rules and regulations or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

Special Knowledge, Skills and Abilities:

Familiar with P.L. 93-638 BIA and IHS contracts and Annual Funding Agreements. OMB Circulars A-133 and 2 CFR 225 - Cost Principles; negotiation techniques; proven analytical and verbal and written communications skills.

License/Certification Requirements:

Must possess valid state driver's license and ability to obtain a NN Operator's Permit.

VETERANS PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99